

# 2007 CACFP Center Workshops

POST NEAR YOUR CALENDAR FOR REFERENCE

## "Steps to CACFP Success" Workshop

Reference Manual: "CACFP Record Keeping Manual for Centers, Iowa CACFP, 10 Steps to Success in the CACFP."

<b>Workshop Hours</b>	<b>Session Topics</b>	<b>Description</b>	<b>Who should attend</b>
8:00 – 8:15	<b>Introduction to CACFP Participation</b>	Reviews your responsibilities for participating in CACFP and helps you identify your organization type. Reference: Chapter 1.	Current and potential CACFP workshop participants.
8:15 – 9:30	<b>Menu Planning</b>	Reviews the basics of CACFP meal patterns, creditable foods, menu planning, and meal service styles. Reference: Chapter 2.	Center food service personnel responsible for planning, purchasing, preparing and serving meals; center directors; and board members.
9:45 – 11:00	<b>Food Production Records</b>	Explains how to use the "Food Buying Guide" complete food production records, and purchase food to meet CACFP meal pattern requirements. Reference: Chapter 2.	Center food service personnel responsible for purchasing, preparing and serving meals; center directors; and board members.
11:00 – 11:30	Lunch (for everyone not operating an Emergency Shelter Program)		
11:00 – 11:30 (11:30 – 12:00)	<b>Emergency Shelter Programs</b> (Lunch: Emergency Shelter Programs)	Explains requirements for Programs providing service to homeless families with children to participate in CACFP. Reference: Appendix A.	Emergency Shelters: New center directors, board members, organizations wanting to participate in CACFP, staff members responsible for CACFP recordkeeping.
11:30 - 3:00	<b>Record Keeping</b>	Explains required CACFP records: income applications, meal counting and claiming, financial reports, on-line claim procedures, Program supervision, training, recordkeeping, civil rights, and requirements for sponsors of centers. Reference: Chapters 3-10 and Appendix B.	New center directors, board members, organizations wanting to participate in CACFP, staff members responsible for CACFP daily recordkeeping, monthly reports and income eligibility applications.
3:15 – 4:30	<b>Infant Feeding in CACFP</b>	Reviews the CACFP organizations' requirements/guidelines for feeding and claiming infant meals. "Feeding Infants: A Guide for use in the Child Nutrition Programs" will be reviewed. Reference: Appendix C.	Center food service personnel responsible for purchasing, preparing and serving infant meals, center directors, and board members.

### "Steps to CACFP Success" Workshop Dates and Location:

<b>9/12/06</b> Tuesday	Des Moines and ICN sites: Burlington, Carroll, Council Bluffs, Elkader, Grinnell, Iowa City, Lamoni, Lemars, New Hampton, Spencer, Webster City
<b>12/19/06</b> Tuesday	Des Moines and ICN sites: Muscatine, Algona, Onanwa, Calmar, Independence, Creston, Cherokee, Jefferson, Oskaloosa, Fairfield, Harlan, Hampton
<b>2/13/07</b> Tuesday	Des Moines and ICN sites: Carroll, Clinton, Council Bluffs, Creston, Iowa Falls, Mason City, Mt. Pleasant, Ottumwa, Waterloo, West Union
<b>4/24/2007</b> Tuesday	Des Moines and ICN sites: Cedar Rapids, Chariton, Clarion, Corning, Decorah, Dubuque, Marshalltown, Missouri Valley, Sac City, Sheldon, Washington
<b>6/12/07</b> Tuesday	Des Moines and ICN sites: Ames, Audubon, Cedar Rapids, Cylinder, Keokuk, Osceola, Ottumwa, Red Oak, Sioux City, Waverly
<b>9/19/07</b> Wednesday	Des Moines and ICN sites: Albia, Algona, Atlantic, Cedar Falls, Charles City, Davenport, Denison, Fort Dodge, Iowa City, Orange City, Tama

### "Free & Reduced-price Application Q&A" and "CACFP Application Renewal Q&A"

**Description:** Reviews the basic procedures and common questions regarding free and reduced-price applications. The second part of the workshop will review the CACFP application renewal process.

**Who should attend:** Center directors, board members, staff members responsible for CACFP applications and income applications. Participants can register for one or both of the workshops.

**Workshop Hours:** Income Applications: 8:30 a.m. - 10:30 a.m. CACFP Application Renewal: 10:45 a.m. – 12:45 p.m.

#### **Workshop Date and Location:**

<b>7/31/07</b> Tuesday	Des Moines and ICN sites: Cedar Falls, Clinton, Clarinda, Columbus Junction, Council Bluffs, Decorah, Dubuque, Fairfield, Greenfield, Humboldt, Iowa City, Jefferson, Marshalltown, Mason City, Mt. Ayr, Orange City, Oskaloosa, Sioux City
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## 2007 CACFP Workshops

### General Information

The 2007 CACFP Workshops listed on the other side are sponsored by the Bureau of Nutrition Programs and School Transportation (BNPST) and are designed for CACFP center staff, board members of non-profit center organizations, and owners of for-profit organizations.

#### **Cost:**

There is no charge for these CACFP workshops.

#### **Description of "Steps to CACFP Success":**

"Steps to CACFP Success" covers Menu Planning, Food Production Records, Emergency Shelters, CACFP Recordkeeping, and Infant Feeding in CACFP. You may register for one or all sessions. If you are new to CACFP, you are required to attend the full day workshop. You do not need to attend the infant feeding segment if you do not have infants enrolled in your center, and you do not need to attend the emergency shelter segment if you are not an emergency shelter.

#### **How to Register:**

Please register using the registration form by mail, fax, phone, or e-mail. ICN site locations may be subject to change. An ICN site will be cancelled if there are two or fewer registrations for the ICN site 8 days prior to the workshop.

#### **The Day of the Workshop:**

**\*NOTE:** Plan to arrive 15 minutes prior to the start of the workshop.

##### **Lunch**

There will be a lunch break during the daylong workshops, consider bringing a sack lunch because of the short lunch break and since the ICN location may not be near a food source.

##### **Room Temperature**

The room temperature varies from one ICN site to another, so we suggest dressing in layers of clothing so you can adjust for your comfort.

#### **Your Responsibilities as a Workshop Participant:**

ICN sites are not generally supervised by BNPST consultant staff, so please be courteous to other workshop participants by turning off cell phones and avoiding side conversations during the workshop.

You are responsible for learning about your organization's responsibilities for participation in CACFP and sharing the requirements with Board Members and staff when you return to your center.

#### **Certificate:**

You must sign the attendance record when you arrive at the workshop. Following the workshop, you will receive a certificate indicating your attendance at the CACFP workshop.

### **Watch your mail or our WEB site for additional summer 2007 CACFP workshops:**

(There are registration fees for these workshops.)

**Infant Nutrition**

June 28, 2007

(Tentative dates) sponsored by WIC and CACFP

**Preschool Nutrition**

June 29, 2007

(Tentative dates) sponsored by WIC and CACFP

**CACFP Food Service Short Course**

July 10-11, 2007

(Tentative dates) sponsored by CACFP